

D
R
A
F
T

COBIAC-D-18
15 September 1958

INTELLIGENCE ADVISORY COMMITTEE

COMMITTEE ON DOCUMENTATION

SURVEY OF DOCUMENTARY INFORMATION SYSTEMS*

OUTLINE

- I. Introduction
- II. Production of reports
 - A. Description of basic physical types of reports
 - B. Preparation and submission of the report
 - C. Headquarters mailroom operations
- III. Information Center processing of reports
 - A. Basic organization and procedures
 - B. Printing and distribution
- IV. Indexing
 - A. Basic organization of the indexing operation
 - B. Subject classification systems
 - C. Indexing product - control of quality of coding decisions
 - D. Indexing product - physical card, printed or machine catalogs
- V. Document storage
 - A. Hard-copy document storage
 - B. Film storage of documents
- VI. Information Center Retrieval Services
 - A. Basic organization of the information staff
 - B. Search and retrieval procedures
 - C. Search product - control of quality

* Survey product will be classified SECRET.

D
R
A
F
T

Approved For Release 2004/03/31 : CIA-RDP80B01139A000200010022-7

See COMB-M-6,
23 Sep 58, par. 5

SURVEY OF DOCUMENTARY INFORMATION SYSTEMS

I. Introduction

Name of Library/Document Center
Location
Officers and staff
Organization chart - relation to other components of Agency
Statement of mission
Principal categories of information controlled
Description of principal document series controlled
Resume of principal document collections maintained by the Center

II. Production of reports

- A. Description of basic physical types of reports
(Note: Data of AHIP Working Group on Document Format to be employed where applicable.)
- master copy system (multilith, ditto, etc.)
 - carbon copies
 - ink
 - typing equipment - typeface, correction procedures, durability
 - format - reasons for layout
 - inclusion of distribution ladders
 - inclusion of abstracts, subject and file codes
 - rules for assignment of title
 - numbering (Note: AHIP action on report numbering.)
 - dating
 - enclosures - citation rules (Note: AHIP action on enclosure citation.)
 - physical preparation and attachment
 - procurement of copies - field reproduction
 - security classification (Note: AHIP action on classification.)
- B. Preparation and submission of the report
- typing field - headquarters
 - field dissemination - parallel submissions to Hdqs. IAC Agencies
 - instructions for hdq. dissemination
 - requests for evaluation
 - selection of channel for delivery - air, surface, courier, other
 - log and receipting procedures

FOR OFFICIAL USE ONLY

Approved For Release 2004/03/31 : CIA-RDP80B01139A000200010022-7

- 2 -

C. Headquarters mailroom operations

- delivery schedules
- log and receipting procedures - disposition of record
- time stamping
- processing schedule - flow chart - production controls
- sorting (initial scanning of report contents):
 - by form
 - by security classification
 - by title/abstract, other
- priority dissemination directed by field
- mechanical aids for mail handling

III. Information Center Processing of Reports

A. Basic organization and procedures

- priority processing (initial reading of report):
 - extraction of biographic data, special events, spot request data
- dissemination by reading panel:
 - instructions
 - time schedules
 - forms & records
- dissemination by staff:
 - staff - recruitment, training
 - structure - specialization by source, subject/area
 - time schedules
 - production norms
 - review and revision - control of quality
 - corrective action by customers
- statements of customers requirements - role of Office, Div, Bran
 - frequency of submission - standing, adhoc
 - editing and control (rejection) of requirements
 - subject arrangements - source, subject, area, priorities
 - cross reference, rapid look-up devices
- recording of dissemination decisions - statistics
 - usage and disposition of records
 - symbols, aids to addressing
- dissemination of documents/enclosures in short supply
 - chain routing - time schedules for forwarding, enforcement
 - reproduction
 - special controlled deliveries
 - rules for retention by recipients
- machine dissemination
 - planning
 - development
 - testing

FOR OFFICIAL USE ONLY

- 3 -

B. Printing and distribution of reports

determination of quantity required
instruction of printers - forms
time schedules - priorities
control and disposition master copies, carbons
quality control - legibility, error
collation - manual, automatic
addressing of copies - by printer, by dissemination center
addressing, receipting
packaging
delivery, time schedules

IV. Indexing

A. Basic organization of the indexing operation

organization, flow charts
staff - recruitment, training
structure - specialization by source, subject/area
time schedules
production norms

B. Subject classification systems - treat each index separately
e.g. Intellofax, IPI,

codes - subject, area
subject headings
shelf lists
procedures for amendment of scheme
look-up aids
forms
rules for citation

C. Indexing product - control of quality of coding decisions

rules for rejection of information of marginal interest
review and revision - control of quality
corrective action by customers
abstracting, title expansion - rules
indexing by-products - abbreviations
biographic data
graphic data
industrial data
other
statistics - productivity, coding intensity per document

FOR OFFICIAL USE ONLY

- 4 -

D. Indexing product - physical card, printed or machine catalogs

- catalog card - paper, ink, format, type size
- preparation of citation
 - typing equipment
 - format - rules of citation, enclosures (Note: AHIP WG)
 - codes - source, classification
- addition of subject headings
- filing rules
- housing of card file
- time schedule

V. Document Storage

A. Hard-copy document storage

- file plans
- growth rates - space considerations
- retirement policies
- access
 - loan
 - copy services
 - control of poor copy

B. Film storage

- equipment - criteria for selection of right machine for job
 - capacities
 - cost
 - staffing requirements
- control of quality - poor copy, file maintenance
- processing schedules
- retirement
- contacts with equipment market - evaluation of new equipment

VI. Information Center Retrieval Services

A. Basic organization of the information staff

- recruitment
- in-service training
- subject specialization
- supervision, evaluation of performance
- role of indexing and dissemination staff in information retrieval

B. Search and retrieval procedures

- searching files
 - hard copy document files - arrangement

- 5 -

- source files - logs
 - arrangement, guides
 - sequence checking
 - identification of non-indexed documents
 - retrieval of documents in process
- subject catalogs
 - catalog plan subject/area, area/subject
 - guide cards
 - filing rules
 - file maintenance - sequence checking, retirement

- information searching
 - procedures for searches by customer
 - submission of requests to search staff in person,
in writing, etc.
 - encoding, arrangements of product
 - prediction of size of answer, installment searches
 - time schedules - priorities

- retrieval of documents
 - hard-copy services
 - film viewing and copy services
 - time schedules

C. Search product - control of quality

- initial screening of search product
 - by reference staff, by requester
- consolidation of search results
- evaluation of search results - check against requester's files
- planning of resource mobilization for research projects
 - information center notification, participation
- evaluation of existing resources
- special collection measures

FOR OFFICIAL USE ONLY